



SUFFOLK CONSTABULARY

JOB DESCRIPTION

Post:	Police Cadet Coordinator	Job Evaluation Ref:	C1077
Grade:	Band D		
District/Department:	Human Resources Department		
Sector/Section:	Specials, Volunteers and Cadets		
Location:	PHQ, Martlesham		
Reporting to:	Specials, Volunteers and Cadets Manager		

ACTIVITIES AND RESPONSIBILITIES OF THE POST

1. Principal purpose of the role

To coordinate the Suffolk Police Volunteer Police Cadet Scheme and to develop the scheme further across the Constabulary. To provide on-going support and advice to Cadet Leaders, ensuring consistency and development of the scheme and the programme of activities for the cadets.

2. Main activities of the role *(This list is not exhaustive)*

- To provide support, guidance and direction to existing units and leaders, including oversight of the programme of activity for schemes.
- To plan and oversee the development of new Police Cadet Units in line with the Constabulary's growth plan and to ensure consistency of all units.
- To develop the cadets marketing strategy, including developing promotion material and identifying appropriate publicity channels, developing links with the local community and organisations as required.
- To engage with various agencies and organisations to promote disaffected, disadvantaged and underrepresented youths to join the cadets.
- To deputise for the Specials and Volunteers Manager by attending local, regional and national forums.
- To attend internal and external meetings where relevant, including the National Development Board for Police Cadets as required and to ensure national and regional objectives are met in accordance with the Suffolk Constabulary growth plan.
- To assist with the recruitment, selection and vetting of cadets in accordance with force policies and procedures.
- To progress the design and development of initial leader training to new and existing Volunteer Police Cadet Leaders.
- To ensure educational value of the cadets scheme.
- To supervise and arbitrate in disputes and complaints.
- To oversee the health and safety and welfare issues in respect of cadets and leaders.
- To monitor, record and evaluate management information and produce reports as required in respect of volunteers.
- Any other duties commensurate with the role and grade as may reasonably be requested by line

management.

3. Special conditions/Points to note

- a) The purpose of this job description is to indicate the general level of the duties and responsibility of the role, the duties may from time to time vary without changing the general character of the role or the levels of responsibilities.
- b) Whilst the role is normally based at the aforementioned location, you may be required to work at other establishments within Suffolk Constabulary as may be reasonably required. Police Staff Conditions of Service will be adhered to in such instances.
- c) All duties must be carried out in accordance with relevant Health and Safety legislation and good practice. A 'No Smoking in the Work Place' policy applies.
- d) All duties must be carried out in a manner that supports the Constabulary's commitment to equality and inclusion.

PERSON SPECIFICATION

Post: Police Cadet Coordinator

District/Department: Human Resources Department

Location: PHQ, Martlesham

Essential Criteria

1. Proven effective planning skills with the ability to organise and prioritise workloads and manage several work streams simultaneously under own initiative
2. Demonstrate excellent written and verbal communication skills with the ability to liaise confidently and professionally with a wide range of audiences and work collaboratively with others to build positive working relationships with stakeholders at all levels
3. Demonstrate ability to have a flexible approach and adapt to change whilst under pressure, ensuring attention to detail and delivery against plans
4. Previous experience of delivering presentations
5. Demonstrate the ability to write and present reports to Senior Managers
6. Ability to fulfil the travel requirements of the post and work flexibly including occasional evenings or weekends

Desirable Criteria

1. Previous experience of working with young people and planning and implementing youth projects
2. Previous experience of sourcing funding streams and sponsorship
3. Previous experience of designing, planning and delivering training programmes